



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: December 6, 2012  
(Submission Date)

For the December 18, 2012 Board of Finance Meeting Agenda  
(Date of Meeting)

---

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- |                                     |                           |                         |
|-------------------------------------|---------------------------|-------------------------|
| <input type="checkbox"/>            | Additional Appropriation  | \$ _____                |
| <input type="checkbox"/>            | New Appropriation         | \$ _____                |
| <input type="checkbox"/>            | Transfer from Contingency | \$ _____                |
| <input checked="" type="checkbox"/> | Transfer(s)               | <b>\$3,585.00</b> _____ |
| <input type="checkbox"/>            | Grant                     | \$ _____                |
| <input type="checkbox"/>            | Carry-over(s)             | \$ _____                |

**Approval:**

This request was discussed with the Board of Public Works Solid Waste Committee at their Dec 5<sup>th</sup> meeting and will be affirmed by the full Board at their meeting to be held December 20, 2012.

(Department Head's signature)

***All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:30 p.m. in the Council Chambers.***

## Board of Finance Agenda Request Form

### Reason for request:

The Department of Public Works to proceeding with the implementation of a Pay as Throw system at our transfer station. As previous discussed with the Board of Finance the system will consist of charging users of the transfer station for the amount material disposed at the facility. Each incoming vehicles will be weighed upon entering and existing the transfer station facility and be charged for the weight of material deposited above 200 pounds. Users will be required to deposit funds in an account that will be debited to cover the amount of material discarded.

The scale and scale house facilities are currently in place and functioning satisfactorily. The Board of Public Works recommended a fee structure that we anticipate will be affirmed by the City Council at their meeting on Dec 12<sup>th</sup>. As part of the operation we desire to allow users to deposit funds within the account on-line using a credit card. In order to facilitate the use of credit cards the credit card vendor and scale software must interface. We need to modifications / reprogramming of the Transfer Station management computer program. The cost of the required reprogramming is \$3,585.00 and will be performed by PC Scale Incorporated the original supplier of the computer system.

Public Works is scheduled to implement the Pay as Throw system stating March 1, 2013. The Department has obtained authorization from the Mayor to proceed prior to formal approval of the Department's transfer request in order to allow time for the Department to test the system prior to full implementation of the system to minimize transaction issues associated with establishing user accounts.

The proposed funding source for the reprogramming is a fund transfer from the Engineering Division's salary account that currently has available funds due to a resignation.

Transfer(s) complete the following:

<b>From:</b>	<b>To:</b>	<b>Amount:</b>
<u>0013011-514000</u>	<u>3023016-570300-09C09</u>	<u>\$3,585.00</u>